



**Professional Services Agreement
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 18
AGENDA DATE: Thu 03/23/2006
PAGE: 1 of 2**

SUBJECT: Authorize negotiation and execution of a professional services agreement with KWR ENGINEERING, LLC, Austin, TX (WBE/FR), for building commissioning services for the Library Department, in an amount not to exceed \$60,000 annually for three years for a total amount not to exceed \$180,000.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$180,000 is available in the Approved Capital or Operating Budget of the Library Department.

FISCAL NOTE: There is no unanticipated fiscal impact. A fiscal note is not required.

REQUESTING Public Works
DEPARTMENT: for Library;

**DIRECTOR'S
AUTHORIZATION:** Sondra Creighton

FOR MORE INFORMATION CONTACT: John Gillum, 974-7495; Felix Benavides, 974-7027; Laura Bohl, 974-7064

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: Best qualification statement of five received.

MBE / WBE: This contract will be awarded in compliance with Chapter 2-9 of the City Code (Minority-Owned and Woman-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

The Library Department has developed standards and goals that facilitate operation of Library facilities. These goals and standards will ensure that design and construction of new or renovated library facilities meet the Owner's needs and constraints. These standards include building commissioning services.

Commissioning for the Library Department is the process of ensuring that all elements of a project (site work, building, HVAC, controls, electrical, plumbing, etc.) are designed, installed, functionally tested, and capable of being maintained to perform in conformity with the Owner's project requirements. This includes assisting in defining the Owner's project requirements, verifying that the design meets those requirements and avoids issues that have caused the Owner problems in the past; verifying that the construction documents detail the requirements clearly; verifying that construction is per the requirements; verifying that training as well as the operating and maintenance documentation are both accurate and complete; and verifying that installation performs in accordance with the Owner's project requirements.

This authorization provides for funding of services related to building commissioning services only. The Owner intends to start the commissioning of current projects by April 2006. The contract will be for one year with two optional extensions. The estimated cost for this project is \$60,000 annually for three years for a total cost of \$180,000.

This request allows for the development of a professional service agreement with the recommended firm.



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Should the City be unsuccessful in negotiating a satisfactory agreement with the recommended firm, negotiations will cease with that firm. Staff will then return to Council and request authorization to begin negotiations with the alternate recommendation listed below.

Due to the limited subcontracting opportunities on these projects, no Minority and/or Women Owned Business Enterprise (MBE/WBE) participation goals were established by the Department of Small and Minority Business Resources. However, the recommended firms are committed to utilizing certified MBE/WBE firms should the opportunity exist in the project assignments.

Notification of issuance of a Request for Qualifications (RFQ) for the subject services was sent to 116 firms on October 18, 2005. The RFQ was obtained by 11 firms, and five firms submitted qualification statements. One firm is a certified WBE. Reviewing the qualification statements of the five firms resulted in the following recommendation:

RECOMMENDED FIRM:

KWR Engineering, LLC (WBE/FR)

ALTERNATE FIRM:

ACR Engineering, Inc.

**Public Works Department
Evaluation of Consultant Qualifications**

Composite

Received:

November 15, 2005

Project:

Austin Public Library Building Commissioning Services

EVALUATION MATRIX

Project Manager:

John Gillum

Firm (or Joint Venture)	Item 1 Yes or No M/WBE Goals met or G.F.E.	Item 2 Yes or No Prime Firm's EEO Program Recd	Item 3 [24] Experiences of Project Engineer (16) Principal (8)	Item 4 [15] Experiences and Availability of Proposed Staff	Item 5 [15 w/subs] [30 w/o subs] Prime Firm's Comparable Project Experiences	Item 6 [15 w/subs] [0 w/o subs] Subconsultant Firms' Comparable Project Experiences	Item 7 [8] Team's Experiences with Austin Issues	Item 8 [12] Team's Structure and Project Approach	Item 9 [11] COA Experiences with Prime	Item 10 [25] Optional Interview	TOTAL POINTS
KWR Engineering Services, LLC (WBE/FBI)	N/A	Yes	22.00	12.00	28.00	0.00	7.75	9.25	11		90.00
ACR Engineering, Inc.	N/A	Yes	19.25	12.00	25.00	0.00	7.50	10.25	11		85.00
Stanley Consultants	N/A	Yes	15.50	9.50	20.25	0.00	7.00	8.00	11		71.25
Goetting & Associates	N/A	Yes	14.00	9.00	20.00	0.00	6.50	7.50	11		68.00
Aquira Corporation	N/A	Yes	14.25	8.50	10.25	6.75	4.25	7.25	11		62.25